

**Community Development**  
10000 Centennial Parkway  
Sandy, Utah 84070  
Telephone # (801) 568-7250  
Facsimile # (801) 568-7278

# Property Line Adjustment Requirements

Revised March 2010

## General Information

In order to change the location of the property lines of two or more adjoining parcels of real property, by transferring property from one owner to another, the following requirements shall be completed prior to receiving final approval from Sandy City. This same process must be followed for joining two properties together. We strongly recommend that the advice of a **title company and land surveyor** be retained to help the applicant through the process. The applicant must complete the requirements found on page 2.

## Application Information

**Application Date:** \_\_\_\_\_ **Assigned Planner:** \_\_\_\_\_

### **Property Owner "A"**

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
(Current Title Holder as shown on County Records)

**Property "A" Address:** \_\_\_\_\_ **Tax ID:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  
(If different from Property Address)

**Phone #: Home/Cell:** \_\_\_\_\_ **Office:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

### **Property Owner "B"**

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
(Current Title Holder as shown on County Records)

**Property "B" Address:** \_\_\_\_\_ **Tax ID:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  
(If different from Property Address)

**Phone #: Home/Cell:** \_\_\_\_\_ **Office:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Title Company:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone #: Office:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Land Surveyor:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

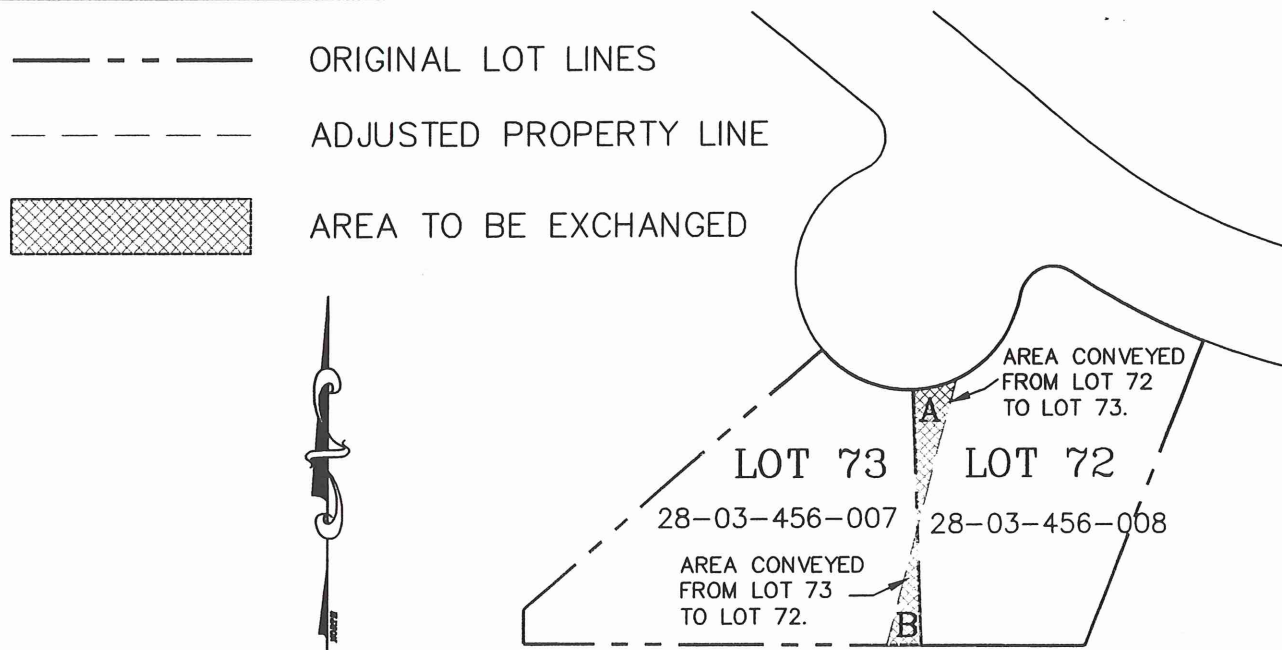
**Phone #: Office:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

## **Information Required For a Complete Submittal**

1. \_\_\_\_\_ Submit a "Notice of Approval of Property Line Adjustment" ("Notice of Approval") packet of information to Sandy City for review and approval (attached hereto). This includes the following:
  - A. Property legal descriptions as follows:
    - 1) A legal description for each of the properties that will be affected by the proposed changes, as they are currently exist on record with the Salt Lake County Recorder's Office. Include the square footage and the Salt Lake County parcel number of each property.
    - 2) A legal description of the piece of proposed property being exchanged.
    - 3) A legal description for each of the properties that will be affected by the proposed change, in their final proposed configuration(s). Include the new square footage and the Salt Lake County parcel number of each property.
    - 4) Each legal description shall be prepared, stamped certified, and signed by a professional land surveyor that is currently licensed in the State of Utah.
  - B. Signatures of all parties on the "Notice of Approval" document, having interest in the subject properties, declaring approval of the property line adjustment. All signatures shall be acknowledged by a currently authorized notary public.
  - C. Executed, but not recorded, property transfer deed(s) as follows:
    - 1) Property transfer deed(s) that transfers title of the proposed property being exchanged between owners.
    - 2) Property transfer deed(s) with legal descriptions that show each of the properties being affected in their proposed final configurations.

Note: In most cases, this will require a minimum of three property transfer deeds.
  - D. A plat map exhibit showing how the new parcels will look. Show a north arrow and scale, bearings and distances, curve tables, location of structures, easements, setback lines or other information as requested by Sandy City. This shall be on an 8.5" x 11" paper.

Note: All easements, as shown on the original Subdivision Plat or those of record, will not be altered through this action. If you are seeking to build over these easements or adjust their location in any way, this must be handled through a separate real estate transaction with the affected entities. Proof of those easement releases must be presented at the time of building permit application.
2. \_\_\_\_\_ Pay for the Application Fee: \$30.00 - (Verify fee with Staff)
3. \_\_\_\_\_ Upon receiving the approved and executed "Notice of Approval" packet from Sandy City, have the following recorded at the Salt Lake County Recorder's Office, in this order:
  - A. Property transfer deed(s) that transfers title of the proposed property being exchanged between owners, as have been approved.
  - B. Property transfer deed(s) with legal descriptions that show each of the properties being affected in their proposed final configurations, as have been approved.
  - C. The executed and approved "Notice of Approval" document.
4. \_\_\_\_\_ Return a copy of the recorded "Notice of Approval" packet (which includes the documents referenced in step 3) to the Community Development Department.
5. \_\_\_\_\_ Provide a separate limited title report or informational report (provided by a title company) for each of property that was altered, showing that the property was properly transferred and configured as approved by Sandy City.



## EXAMPLE OF PROPERTY LINE ADJUSTMENT

The "NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT" document requires:

1) The original descriptions of the parcels involved in the property line adjustment. In the case of lots in a recorded subdivision, as in the example above, the original descriptions will be "Lot 72" and "Lot 73" along with the name of the subdivision that they are a part of. In the case of parcels described by metes and bounds descriptions, the currently recorded descriptions of the parcels involved in the property line adjustment will be considered the original descriptions for the purposes of the property line adjustment.

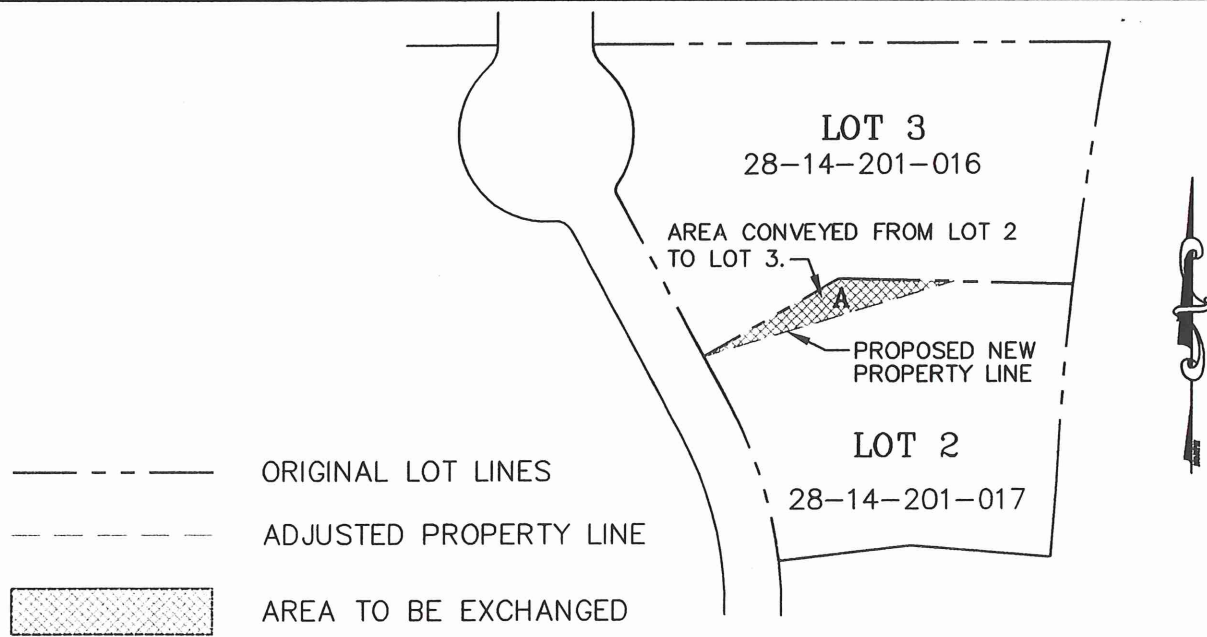
2) New descriptions of the parcels involved in the property line adjustment as they will exist after the property line adjustment has taken place. In the example above, Lot 73 will be described by a metes and bounds description which will include the area acquired from Lot 72, labeled above as "A" and exclude the area labeled as "B" conveyed to Lot 72. Lot 72 will be described by a metes and bounds description which will include the area acquired from Lot 73, labeled above as "B" and exclude the area labeled as "A" conveyed to Lot 73..

3) The "NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT" form must be executed and acknowledged by all parties involved in the property line adjustment and by the Sandy City Community Development Director who is authorized to approve the property line adjustment.

In addition to the completed "NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT" document, a plat (or plats if necessary), on 8 1/2" x 11" paper, depicting the lots or parcels involved in the property line adjustment, showing the original property lines and the proposed property lines that will be created by the property line adjustment, will be required. The plat shall include a north arrow, scale, bearings, distances and curve data for all existing and proposed property lines shown, location of existing and proposed structures, existing easements and setback lines or other information as may be requested by Sandy City.

In the example above, to accomplish the property line adjustment, the owner of Lot 72 must execute and record a deed conveying to the owner of Lot 73, the area labeled as "A". The owner of Lot 73 must execute and record a deed conveying to the owner of Lot 72, the area labeled above as "B". The owner of Lot 72 will then execute and record a deed, conveying to himself, as the owner of Lot 72, a metes and bounds description describing the original Lot 72 combined with "B" acquired from Lot 73 and excluding the area labeled as "A" conveyed to Lot 73. The owner of Lot 73 will then execute and record a deed, conveying to himself, as the owner of Lot 73, a metes and bounds description describing the original Lot 73, combined with the area labeled above as "A" acquired from Lot 72 and excluding the area labeled as "B" conveyed to Lot 72.





## EXAMPLE OF PROPERTY LINE ADJUSTMENT

The "NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT" document requires:

1) The original descriptions of the parcels involved in the property line adjustment. In the case of lots in a recorded subdivision, as in the example above, the original descriptions will be "Lot 2" and "Lot 3" along with the name of the subdivision that they are a part of. In the case of parcels described by metes and bounds descriptions, the currently recorded descriptions of the parcels involved in the property line adjustment will be considered the original descriptions for the purposes of the property line adjustment.

2) New descriptions of the parcels involved in the property line adjustment as they will exist after the property line adjustment has taken place. In the example above, Lot 3 will be described by a metes and bounds description which will include the area acquired from Lot 2, labeled above as "A". Lot 2 will be described by a metes and bounds description which will exclude the portion of Lot 2 conveyed to Lot 3, labeled above as "A".

3) The "NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT" document must be executed and acknowledged by all parties involved in the property line adjustment and by the Sandy City Community Development Director who is authorized to approve the property line adjustment.

In addition to the completed "NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT" document, a plat (or plats if necessary), on 8 1/2" x 11" paper, depicting the lots or parcels involved in the property line adjustment, showing the original property lines and the proposed property lines that will be created by the property line adjustment, will be required. The plat shall include a north arrow, scale, bearings, distances and curve data for all existing and proposed property lines shown, location of existing and proposed structures, existing easements and setback lines or other information as may be requested by Sandy City.

In the example above, to accomplish the property line adjustment, the owner of Lot 2 must execute and record a deed conveying to the owner of Lot 3, the area labeled as "A". The owner of Lot 3 will then execute and record a deed, conveying to himself, as the owner of Lot 3, a metes and bounds description describing the original Lot 3 combined with "A" acquired from Lot 2. The owner of Lot 2 should then execute and record a deed, conveying to himself, as the owner of the remainder of Lot 2, a metes and bounds description describing the original Lot 2, excluding the area labeled as "A" conveyed to the owner of Lot 3.

When Recorded Return To:

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## NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT

An exchange of title in accordance with 10-9-808 UCA and 15A-30-07 Revised Ordinances of Sandy City, herein referred to as a "property line adjustment", is hereby considered for approval for adjacent parcels of land which are currently described as follows (see also the attached reference map):

Parcel "A":

Parcel Identification No.:  
described as:

(Insert currently recorded legal description of said parcel)

containing \_\_\_\_\_ square feet

AND,

Parcel "B":

Parcel Identification No.:  
described as:

(Insert currently recorded legal description of said parcel)

containing \_\_\_\_\_ square feet

Said property line adjustment will result in the following new descriptions of the above described parcels:

Revised Parcel "A":

Parcel Identification No.:  
described as:

(Insert revised legal description of said parcel)

containing \_\_\_\_\_ square feet

AND

Revised Parcel "B":

Parcel Identification No.:  
described as:

(Insert revised legal description of said parcel)

containing \_\_\_\_\_ square feet

## PROPERTY OWNER APPROVAL

I (We), the undersigned owner(s) of the herein described property known as Parcel "A", identified by Parcel Identification No. \_\_\_\_\_, do hereby declare that I (we) do approve of the above described property line adjustment.

Witness the hand(s) of said owner(s), this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) ss

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_  
\_\_\_\_\_, the  
signer(s) of the above instrument, who being by me duly sworn, did acknowledge that \_\_\_\_\_ executed the  
same.

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Notary Public

My Commission Expires:

Residing in: \_\_\_\_\_

## PROPERTY OWNER APPROVAL

I (We), the undersigned owner(s) of the herein described property known as Parcel "B", identified by Parcel Identification No. \_\_\_\_\_, do hereby declare that I (we) do approve of the above described property line adjustment.

Witness the hand(s) of said owner(s), this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.


STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) ss

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_

\_\_\_\_\_, the  
signer(s) of the above instrument, who being by me duly sworn, did acknowledge that \_\_\_\_\_ executed the  
same.

Notary Public

My Commission Expires:

Residing in:

SANDY CITY APPROVAL

I, Michael G. Coulam, in accordance with 15A-30-07 Revised Ordinances of Sandy City, serving in my capacity as the Sandy City Community Development Director, approve the above described property line adjustment of parcels as proposed by adjoining property owners of record, where as:

- (a) no new dwelling lot or housing unit results from the property line adjustment;
- (b) the adjoining property owners consent to the property line adjustment;
- (c) the property line adjustment does not result in remnant land that did not previously exist; and
- (d) the property line adjustment does not result in a violation of applicable zoning requirements.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Michael G. Coulam,  
Sandy City Community Development Director

STATE OF UTAH                    )  
  ss  
COUNTY OF SALT LAKE    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared before me Michael G. Coulam, Sandy City Community Development Director, the signer of the above, who, being duly subscribed and sworn, did acknowledge to me that he executed the same.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_  
Residing in:

\_\_\_\_\_



When Recorded Return To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT

An exchange of title in accordance with 10-9-808 UCA and 15A-30-07 Revised Ordinances of Sandy City, herein referred to as a "property line adjustment", is hereby considered for approval for adjacent parcels of land which are currently described as follows (see also the attached reference map):

Parcel "A":

Parcel Identification No.:  
described as:

(Insert currently recorded legal description of said parcel)

containing \_\_\_\_\_ square feet

AND,

Parcel "B":

Parcel Identification No.:  
described as:

(Insert currently recorded legal description of said parcel)

containing \_\_\_\_\_ square feet

Said property line adjustment will result in the following new descriptions of the above described parcels:

Combined Parcel:

described as:

(Insert combined legal description of said parcel)

containing \_\_\_\_\_ square feet

Address of combined property:

## PROPERTY OWNER APPROVAL

I (We), the undersigned owner(s) of the herein described property known as Parcel "A" and "B", identified by Parcel Identification No. \_\_\_\_\_ and Parcel Identification No. \_\_\_\_\_, do hereby declare that I (we) do approve of the above described property line adjustment to combine these properties into one parcel.

Witness the hand(s) of said owner(s), this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.


STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_  
\_\_\_\_\_, the  
signer(s) of the above instrument, who being by me duly sworn, did acknowledge that \_\_\_\_\_executed the  
same.

Notary Public

My Commission Expires:

Residing in: \_\_\_\_\_

SANDY CITY APPROVAL

I, Michael G. Coulam, in accordance with 15A-30-07 Revised Ordinances of Sandy City, serving in my capacity as the Sandy City Community Development Director, approve the above described property line adjustment of parcels as proposed by adjoining property owners of record, where as:

- (a) no new dwelling lot or housing unit results from the property line adjustment;
- (b) the adjoining property owners consent to the property line adjustment;
- (c) the property line adjustment does not result in remnant land that did not previously exist; and
- (d) the property line adjustment does not result in a violation of applicable zoning requirements.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Michael G. Coulam,  
Sandy City Community Development Director

STATE OF UTAH                    )  
  ss  
COUNTY OF SALT LAKE    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me Michael G. Coulam, Sandy City Community Development Director, the signer of the above, who, being duly subscribed and sworn, did acknowledge to me that he executed the same.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_  
Residing in:

\_\_\_\_\_